



Kansas Health Policy Authority Operational Policy

Title: Electronic Information Security

Number: POL-IT:2008-19

Effective Date: 9-23-08

Date Revised: None

Date of Annual Review: None

Authority: POL-EX:2006-01_

CATEGORY

Information Technology

SUBJECT

Information Technology Security

BACKGROUND

Kansas Health Policy Authority is dependent upon electronic information that is of a highly sensitive nature and is protected by state laws and federal regulation. It is mission critical that all individuals who have access to this information are held responsible for protecting this information.

POLICY STATEMENT

Privacy and security are of mission critical importance to KHPA. All persons with access to information, particularly Protected Health Information (PHI) and Personal Identifiable Information (PII), are responsible for practicing due diligence to protect the confidentiality, integrity and availability of that information. This includes sound practice in acquisition and use of equipment as well as access and use of the data itself.

Compliance with State and Federal regulations are the primary principles used as the foundation in developing policy, procedures and standards involving electronic information. Other factors to be considered should include integrity, ease of use, collaboration, and new technologies.

Recoverability of information is of paramount importance. Data files should not be stored on personal computer hard drives. Always store files on the home or shared drive, where they will be backed up automatically.

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Chief Operations Officer